

## EXECUTIVE SUMMARY FORMAT

UNCLASSIFIED

### EXECUTIVE SUMMARY

20 April 20XX

(U) PREPARATION OF AN EXECUTIVE SUMMARY (EXSUM). (U) (Office Symbol)  
An EXSUM is a brief summary in response to a question or to provide information. The EXSUM should not exceed 15 lines. Prepare in a concise and informative style in the active voice. Use approved acronyms and abbreviations; normally, spell out abbreviations the first time. Use Arial 12 pitch font and 1-inch margins. The EXSUM should begin with the overall classification, followed by the subject (capitalized and underlined) and the originator's office symbol, followed by the body of the summary. Identify the originator and indicate EXSUM approval as shown below. The words "PREPARE MEMO" should end the summary.  
PREPARE MEMO\_\_\_\_\_.

LTC Staffer/DASG-XX/(703) 681-XXXX

APPROVED BY: COL Boss

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